

CLEARING THE CLUTTER

Simply put, clutter is anything that doesn't add value to your life. It plays a significant role in how you feel about your job and can be a source of stress. Take these steps to create a cleaner, more relaxing and healthier workspace.

QUICK TIPS TO CLEAR YOUR WORKSPACE

1.



EXPIRED LEFTOVERS

Throw away expired food and take unused condiment packets to the breakroom to share.

2.



STACKS OF PAPER

Sort through all your papers. Recycle anything you don't need and file away the papers you want to keep.

3.



DUSTY SURFACES

Remove everything from surfaces you use and wipe them down regularly.

5.



MESSY SCREENS

Organize desktop files and cell phone apps into folders, and delete what you don't need.

4.



UNUSED SUPPLIES

Return extra pens, markers and highlighters to the supply room and recycle the ones that no longer work.

BEYOND THE WORKSPACE



Clutter may be stressing you more than you think. Research shows that clutter negatively impacts your mental wellbeing and that people who perceive their homes to be cluttered are more likely to feel depressed. Taking time to organize your day-to-day activities and possessions can help to boost your mood and improve your mental health.

For simple techniques to declutter at work, at home and across your schedule, visit:

nyc.gov/workwellnyc